

**CITY OF ATLANTA
REQUEST FOR PROPOSAL**

Sealed Proposals for **FC-6004007898, Inmate Pharmacy Services**, will be received by the Chief Procurement Officer or designated staff of the Department of Procurement (“DOP”), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, which must be time stamped **no later than 1:59 p.m., Wednesday, April 6, 2005**.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.****

THIS PROJECT IS AN ELIGIBLE BIDDER PROJECT AS DEFINED IN §2-1443, AND NO BID SHALL BE ACCEPTED UNLESS THE BID IS SUBMITTED BY AN ELIGIBLE BIDDER AS APPROVED BY THE OFFICE OF CONTRACT COMPLIANCE.

The names of proponents submitting proposals will be read publicly at 2:00 p.m., in the Bid Conference Room of DOP, Suite 1900, at the above address.

SCOPE OF WORK: The City of Atlanta (the “City”) is seeking Proposals from qualified proponents to provide the services of a physician for the Department of Corrections. The Pharmacist will serve as Pharmacy Director for the Department of Corrections with responsibility for all dispensing of medications and supplies for the pharmacy.

A Pre-Proposal Conference will be held on **Wednesday, March 23, 2005, at 10:00 A.M.**, in the DOP Plan Conference Room, Suite 1900. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the project and to address questions and concerns related thereto. Present at the Pre-Proposal Conference will be City representatives from the Department of Corrections to address the technical requirements (scope of work), the DOP to address questions relating to the procurement process, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements. Proponents are urged to attend the Pre-Proposal Conference in order to clarify questions regarding the Proposal documents.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$35.00** as of **Monday, March 14, 2005** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; and therefore, is non-refundable.

Please be advised that all responses to this proposal are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any document prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a bid and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your proposal. This information is exempt from disclosure in responses to a request.

If you have any questions regarding this project, please contact Shannon Burton, Contracting Officer, at (404) 330-6988, or by e-mail at sburton@AtlantaGa.Gov. Any questions regarding the procedure for purchasing a copy of the document, or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

If you have any questions regarding the Eligible Bidder Program, please direct them to the Office of Contract Compliance at (404) 330-6010.

The City reserves the absolute right to reject any and all Bids and to waive any technicalities.

****This Proposal Document cannot be downloaded. Potential Proponents must
purchase this document from the DOP’s Plan Room****